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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

KEITH W. COOLEY
DIRECTOR

OFFICIAL

E-mailed: 10/26/07 (cg)

Bureau of Workforce Programs
Policy Issuance: 07-20

Date: October 26, 2007

To: Michigan Works! Agency (MWA) Directors

From: Janet Howard, Interim Director, Bureau of Workforce Programs **SIGNED**

Subject: Fiscal Year (FY) 2008 Jobs, Education, and Training (JET) Program
Allocations Based on 30-day Continuation Budget

**Programs
Affected:** JET

References: Temporary Assistance for Needy Families (TANF) Regulations 45 CFR
263.13

Reauthorization of the TANF Program, Interim Final Rule, 45 CFR Part 261,
et al.

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

Workforce Investment Act (WIA) of 1998

WIA; Final Rules 20 CFR Part 652, et al.

Rescissions: None

Background: Enabling workers to acquire the skills necessary to succeed in today's 21st
Century knowledge economy is central to Michigan's strategy for economic
transformation and is the foundation for the Governor's No Worker Left
Behind (NWLB) initiative. The NWLB initiative aligns all federal workforce
dollars used for worker training into a unified workforce development
strategy.

As a result of Governor Jennifer Granholm signing Michigan's 30-day Continuation Budget effective October 1, 2007, this policy issuance distributes \$6,836,583 of JET Program funding. The allocations are based on one-twelfth of the Department of Labor & Economic Growth's (DLEG's) FY 2007 TANF appropriation and Program Year 2007 WIA appropriation to support the JET Program. The WIA funds utilized will be Statewide Activities (SWA). *Please note: This policy issuance does not distribute General Fund/General Purpose allocations.*

Also, the BWP sets aside \$260,000 of the Detroit Workforce Development Department's (DWDD) TANF allocation for the Goodwill Pilot Project. The DWDD will receive a Grant Action Notice (GAN) for \$1,548,045 based on this policy issuance and a GAN for \$21,667 (one-twelfth of \$260,000), which will be reflected in a separate policy issuance.

Policy:

JET FORMULA ALLOCATIONS

The JET funding is allocated to the Workforce Development Boards to operate the JET Program through the MWAs using the formula as follows:

1. Average monthly Family Independence Program (FIP) participants (50 percent),
2. Total FIP applications approved (20 percent), and
3. Total JET participants (30 percent).

The attached table identifies TANF and WIA SWA contingency funding.

JET plan instructions and funding restrictions for FY 2008 are provided under a separate policy issuance.

It is very important that all information regarding services provided to participants are documented on the One-Stop Management Information System. The DLEG is required to provide quarterly reports to the Department of Human Services, which must incorporate the following information:

- the total number of individuals served, which includes:
 - participant name,
 - participant ID number,
 - participant case number, and
- the amount of funding expended by category of expense per quarter, and cumulative for the year.

Action: MWAs must submit the attached Budget Information Summaries within 30 days from the date of this policy issuance via the Internet e-mail system to BadraK@michigan.gov.

Inquiries: Questions regarding this policy issuance should be directed to Ms. Dell Alston at (517) 335-5858.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2008

JH:BW:kb

**JOBS, EDUCATION, and TRAINING
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
BUDGET INFORMATION SUMMARY
General Instructions**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance Number: Enter the appropriate policy issuance number. “07-20” has been preprinted.
4. Plan Period: Identify the time period covered by the plan (e.g., 10-01-07 through 09-30-08). “10-01-07 through 09-30-08” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Allocation: Enter total TANF amount allocated for the plan period.

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Participant Services: Enter the amount to be spent for Direct Participant Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Participant Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants;
- Screening and assessments;
- Development of employability plans;
- Work activities;
- Work supports;
- Case management;
- Salaries and benefits for staff providing program services;
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.

- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education and/or Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education and training activities include secondary education (including alternative programs); adult education, GED, and English as a Second Language classes; education directly related to employment; education provided as vocational educational training; and post-secondary education.

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational educational training; (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

2. Supportive Services: Enter the amount to be spent for each of the Supportive Services cost categories during the plan period.

- a. Auto Purchase: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowance: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.

- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions;
 - Preparation of program plans, budgets, and schedules;
 - Monitoring of programs and projects;
 - Fraud and abuse units;
 - Procurement activities;
 - Public relations;
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel;
 - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space);
 - Travel costs incurred for official business;
 - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff); and
 - Preparing reports and other documents.
- b. Information Technology and Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develops, maintains, supports, and/or operates the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JOBS, EDUCATION, AND TRAINING PROGRAM (JET)
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
BUDGET INFORMATION SUMMARY**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Policy Issuance Number: 07-20	4. Plan Period: 10-01-07 through 09-30-08

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: TANF	Amount
1. Allocation	\$

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Direct Participant Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education and/or Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(07/07)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

The Budget Information Summary must be in compliance with PRWORA of 1996. Non-compliance penalty results in withholding of funds.

**JOBS EDUCATION, AND TRAINING
WORKFORCE INVESTMENT ACT (WIA)/STATEWIDE ACTIVITIES (SWA)
BUDGET INFORMATION SUMMARY (BIS)
General Instructions**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “07-20” has been preprinted.
4. Plan Period: Enter the time period covered by the specific plan action (e.g. 10/01/07 to 06/30/08). “10/01/07 through 06/30/08” has been preprinted.
5. Funding Source: Check the box for corresponding plan this BIS will be used for.

SECTION II – TOTAL FUNDS AVAILABLE

1. Appropriation Year (AY) Funding
 - a. Enter the current AY allocated funding.
 - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
 - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
 - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.
2. Carry-in Funding
 - a. Enter carry-in, if any, indicate AY, and indicate if final or estimated. If estimated, the MWA shall ensure the figure is accurate based upon financial balance at the time.
 - b. Enter state level carry-in, if any.
 - c. Enter the sums of lines 2a and 2b and to show total carry-in funding.
3. Enter the sums of lines 1d and 2c to show total funds available.

SECTION III – CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

1. Administration: Enter amount of current allocation planned for administration (limited to 10 percent).

2. Program: Enter amount of current allocation planned for program costs.

If Youth,

a. Enter amount of allocation planned for in-school youth

b. Enter amount of allocation planned for out-of-school youth

**JOBS, EDUCATION, AND TRAINING PROGRAM (JET)
WORKFORCE INVESTMENT ACT (WIA)/STATEWIDE ACTIVITIES (SWA)
BUDGET INFORMATION SUMMARY**

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency:				2. MWA No.:	
3. Policy Issuance (PI) Number: 07-20			4. Plan Period: 10/01/07– 06/30/08		
5. Funding Source:					
Adult	DW	Youth	Administration	Statewide Activities	Trade

SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding (Program Year 2007)	\$
b. Transfer in from: Adult [] Dislocated Worker []	\$
c. Transfer out to: Adult [] Dislocated Worker []	\$
d. Total Current AY funding	\$
2. Carry-in Funding	
a. Carry-in AY _____ Estimated [] Final []	\$
b. State Level Carry-in Funding	\$
c. Total Carry-in Funding	\$
3. Total Funds Available	\$

SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration (limitations apply)	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

FY 2008 JET Formula Allocations
Contingency Funding Levels
(Based on One-Twelfth of the DLEG's FY 2007/PY 2007 Appropriations)

Michigan Works! Agency	TANF FY 2008 (\$)	WIA/SWA PY 2007 (\$)	Available Funds (\$)
ACSET	349,175	48,296	397,471
Berrien/Cass/Van Buren	167,595	23,181	190,776
Calhoun ISD	215,986	29,874	245,860
Capital Area	230,493	31,881	262,374
Career Alliance	570,146	78,860	649,006
Central Area	120,579	16,678	137,257
Detroit Workforce	1,548,045*	217,114	1,765,159
Eastern U.P.	23,840	3,297	27,137
The Job Force	51,465	7,118	58,583
Kalamazoo-St. Joseph	199,967	27,658	227,625
Livingston County	14,075	1,947	16,022
Macomb/St. Clair	317,114	43,861	360,975
Muskegon County	263,352	36,425	299,777
Northeast	68,330	9,451	77,781
Northwest	96,303	13,320	109,623
Oakland County	300,337	41,541	341,878
Ottawa County	37,100	5,131	42,231
Region 7B	93,584	12,944	106,528
Saginaw/Midland/Bay	338,242	46,784	385,026
South Central	139,631	19,313	158,944
SEMCA	546,064	75,529	621,593
Thumb Area	81,559	11,281	92,840
Washtenaw County	107,085	14,811	121,896
West Central	87,046	12,040	99,086
Western U.P.	36,137	4,998	41,135
Total	6,003,250	833,333	6,836,583

***Goodwill Pilot Project \$21,667 set aside will be issued in a separate PI and GAN**

FY 2008 Contingency Funds distribution based on:

1. Average FIP caseload (50%), and
2. Total new FIP cases (20%), and
3. Total Work First participants by MWA (30%).

Data for the period from April 1, 2006 to March 31, 2007.